

HIGH SCHOOL RESUME

CHRISTINE JONES

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PROFILE:

An enthusiastic and hard working high school graduate who is keen to find a position in a major accountancy practice. Reliable, trustworthy, good with numbers and meticulous. Worked in school office last school year and gained an understanding of office procedures. Able to work on own initiative or as part of a team and can deal with administrative duties competently.

EDUCATION:

- **Havre High School**, Havre, MT. Graduated 10th in class of 170 students and received honors in Science with GPA of 3.5

EXPERIENCE:

Office Assistant, Havre High School, 2005-2006

- Typed reports using Microsoft Word
- Organized and maintained filing systems
- Contacted students in classes when needed in office
- Handled incoming telephone calls

Intern, Havre Senior Center, 2004

- Organized local advertising drive that increased the number of seniors coming to the Center by 20%
- Organized games for people attending in the afternoons
- Escorted some of the elderly people to and from the Center

INTERESTS:

Played clarinet in band since 8th grade

Sang in school choir and select singing group

REFERENCES: Available on request (Be sure to ask your references if you can use them. Send them a copy of your resume. Have a separate sheet with your contact information and reference information to give to employers.)